

ESOS Advisory Group (EAG) Meeting

**Meeting 1/2008
Wednesday June 25, 2008, 10.00 am
H2 Caulfield campus**

- 1. Attendance and apologies**
- 2. Minutes of the previous meeting**
- 3. Matters arising from the minutes**
 - 3.1 Charter and membership**

At meeting 1/2008 of the National Code Implementation Group (NCIG) agreed to create a charter and review the membership in light of the agreement to incorporate the NCIG in to ESOS Advisory Group.

The revised charter and membership is attached for discussion and approval.
- 4. National Code 2007**
 - 4.1 Education Policy and Procedures Committee 4/2008 progress report**

The attached progress report for EPPC 4/2008 outlines the educational issues associated with implementation of the National Code 2007.
- 5. [Implementation work table](#)**

At NCIG meeting 1/2008 it was agreed that the Implementation work table be revised and consolidated and incorporated into an excel spreadsheet.
- 5. ESOS Reporting**
 - 5.1 [ESOS Reporting Officer](#)**

At NCIG Meeting 1/2008 the ESOS Reporting Officer tabled a report on 2008 ESOS Reporting Statistics as at 31 March 2008. At that meeting members commented on the usefulness of the data collated and it was agreed that a similar report would be included on each agenda of the NCIG. Refer to ESOS Reporting Officer link for more information.

For information.
 - 5.2 ESOS Compliance report**

For Update
- 6. Written agreement with students**

For Update



7. Student Systems

7.1 Duration report

For Update

7.2 WES and underloading

For Update

7.3 ESOS notes

7.4 Callista Project 1448 - Progression Rules and ESOS Compliance

The Manager, Enrolments, the Manager ESOS and Compliance and the Senior Business Analyst (Mr Brent Muir) are currently representing Monash on a project run by Callista covering progression rules and ESOS compliance.

For information.

8. Next meeting

The next meeting will be held on 17 September at the Clayton campus.

ESOS Advisory Group (EAG) Charter

The ESOS Advisory Group is a gathering of administrators with responsibility for ESOS compliance and the administration of students and staff in central and faculty organisational units and Monash College Pty Ltd.

It exists to:

- provide a forum and reference point for communication between administrators for matters relating to ESOS policy, practices and compliance
- discuss and reach agreement on current and future ESOS Compliance requirements and associated policies, procedures and business practices.

Modus Operandi

Chair The EAG is convened by the Manager, Enrolments (who will also provide the Chair, convene meetings, and circulate agenda and minutes).

Meeting Schedule Meets four times annually.

Membership Key central and faculty student administration staff. Each organisational unit should nominate an alternate member to ensure representation at meetings where the key member is an apology. Membership is flexible and extra members can attend when appropriate.

Agenda Items The meeting will focus on agenda items and the chair may use discretion in allowing items to be raised at the meeting.

Decision Process This is an advisory group with the aim of reaching agreement on and providing direction regarding compliance requirements for participating stakeholders and 'Monash' as a whole.

Scope of group Standing agenda items will be listed for:

1. National Code Implementation Group (NCIG)
2. ESOS reporting
3. ESOS compliance updates.

PROGRESS REPORT TO EPPC 4/08 ON EDUCATION ISSUES ASSOCIATED WITH IMPLEMENTATION OF NATIONAL CODE 2007

1. Purpose

This report presents an update on the implementation of the revised national code and key education issues for consideration by the Education Policy and Planning Committee (EPPC).

2. Summary of work undertaken

2.1 Marketing information and practices (Standard 1)

Marketing and Student Recruitment agreed in 2007 to develop a policy and procedure for consideration by Publications Committee to reinforce the adherence of university publications to Monash Brand Guidelines and compliance with the ESOS Act and other relevant legislative and organisational requirements. A draft has been prepared for consideration of the June meeting of the Publications Committee.

2.2 Written agreement with students (Standard 3)

- The Offer and Acceptance documents which make up the written agreement with students have been reviewed to better incorporate National Code requirements. The new acceptance documents will include a statement of what constitutes the written agreement and will more clearly outline any enrolment conditions.
- Following responsibility for transfer students being devolved to faculties from IRS, a gap in current processes has been identified, that being transfer students not signing and returning a revised written agreement.
- Work has commenced to ensure that a process is put in place to ensure ESOS compliance

2.3 Student Support Services (Standard 6)

- *A meeting to investigate the applicability of the Monash Critical Incident Policy to the standard 6 requirement for a Critical Incident Policy has been held involving HWD and Facilities and Services. HWD will prepare an adjunct to the Monash critical incident policy outlining processes to be followed in the event of a critical incident involving an international student.*

2.4 Transfer between Registered providers (Standard 7)

- [Application for Release letter form](#) has been updated and the revised form is available on the Student Forms page of the Service Centre web page.

2.5 Completion within the expected duration of study (Standard 9)

- *Work is progressing on the 'Duration' report for inclusion in the ESOS folder on the Monash Reporting System (MRS).*

2.6 Monitoring course progress (Standard 10)

- [Academic Progress Intervention Strategy Procedures](#) have now been published on the University Policy Bank.
- *Most faculties have now published their strategy for mid year commencers and Student Systems is working to align its processes for generating warning letters.*
- *Monash proforma unsatisfactory academic progress letters will be reviewed and refined to bring them more fully in line with National Code requirements.*

2.7 ESOS web page

- [The ESOS web page](#) has been re-designed and has gone live

2.8 ESOS Advisory Group and National Code Implementation Group

- During 2007 the ESOS Advisory Group (EAG) met as the National Code Implementation Group (NCIG). As most of the key National Code Implementation work has now been completed, the EAG will be reconstituted and a NCIG update will be a standing item of each meeting agenda.

2.9 Callista project

- Monash is contributing to an Australia wide Callista project which is reviewing how National Code requirements can be built into forthcoming Callista upgrades

3. Emerging issues

3.1 Maximum number of students

- VRQA (Victorian Registration and Qualifications Authority) has recently conducted audits of 2 universities arising from applications from these providers to increase the maximum numbers of students registered on CRICOS. It appears that applications to increase numbers are now only being approved after thorough investigation including audit to ensure capacity without sacrificing quality.
- Monash may need to review processes in place for setting the maximum numbers of international students and advising VRQA of any changes.

3.2 Complaints and Appeals

- DEEWR has becoming increasingly active in seeking information from providers whenever a student complains concerning unsatisfactory academic progress reporting. A number of requests have been made of Monash.
- Feedback from DEEWR to the Monash responses will be considered when Monash undertakes a review of APC proforma letters.

Prepared by:

Robert Barrett 11-06-08

Enrolments: Student Administration and Systems



MONASH University